

Brookings County

Travel/Education Request Form

Name(s) Jeff Anderson, Mike Scott

Department Highway Position lead foreman, mechanic

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
Oct 18-20, 2016			Rapid City SD

Reason for Travel:

31st Annual North Regional LTAP Conference

travel was approved for Dick to go but we had to change plans

Passengers: _____

Estimated Expenses:

•Method of Travel: ☒ County Vehicle ☐ Private Auto ☐ Air
726 Miles \$ _____ /mile = \$ 0.00

•Meals: _____ Breakfast @ \$ _____ = \$ 0.00
4 Lunch @ \$ 11.00 = \$ 44.00
 _____ Dinner @ \$ _____ = \$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

•Additional Expenses (taxi, parking, etc.):
 Please list _____ = \$ 0.00

•Lodging: 4 Estimated number of days/nights = \$ 380.00

•Registration: _____ Estimated Cost = \$ _____

Total Cost Estimate = \$ 424.00

•Department Head designated mileage rate: \$ _____ /mile

•A travel advance form is attached to this request ☐ Yes ☒ No

Richard Burt
 Department Head Signature

10-18-16
 Date

Travel / Education Request FormName(s) Misty MoserDepartment Weed & Pest Department Position(s) Supervisor**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
11-4-16			Watertown SD

Reason for Travel District Meeting for Weed & Pest Supervisors & Weed Board members.Passengers Tim Bauer**Estimated Expenses**• Method of Travel: ☒ County Vehicle ☐ Private Auto

_____ miles @ \$_____/per mile = \$_____

• Meals: _____ Breakfast @ \$_____ = \$_____

_____ Lunch @ \$_____ = \$_____

_____ Dinner @ \$_____ = \$_____

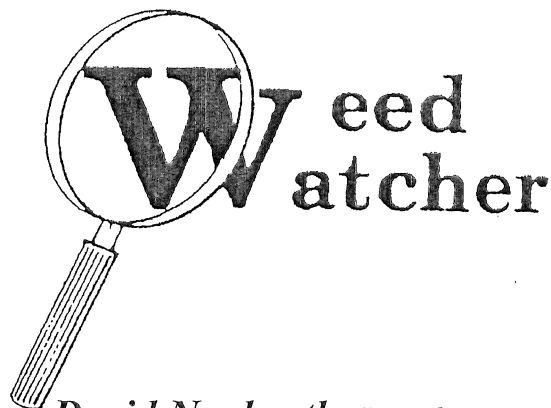
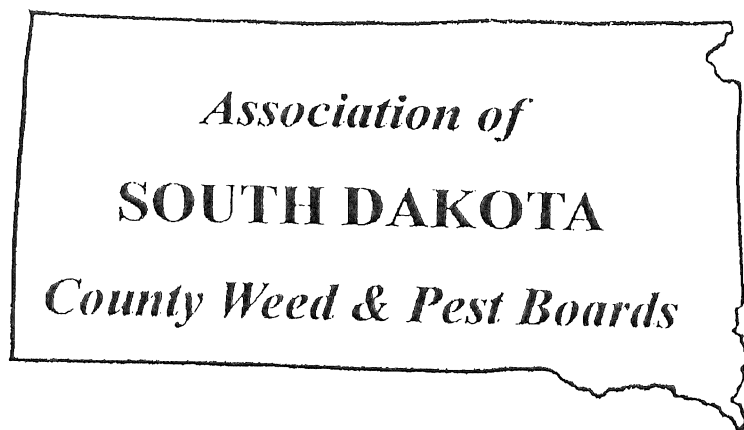
• Additional Expenses (taxi, parking, etc)
Please list _____ = \$_____

• Lodging: _____ Estimated number of days/nights = \$_____

• Registration 40 Estimated cost = \$ 40.00Total Cost Estimate = \$ 40.00

Department Head designated mileage rate: \$ _____/per mile

Mg M
Department Head Signature10-24-16
Date



Vol. 30, Number 1

David Neuharth, President

October, 2016

DISTRICT MEETINGS

District 1: November 4th, Extension Center, Watertown, SD.

District 2: October 31st, Mitchell Vo-tech Amphitheater, 1800 E. Spruce St, Mitchell, SD
1st driveway east of railroad at Technology Center, NW corner of building

District 3: November 3rd, 1200 Izaak Walton Club House, Izaak Walton Rd, Pierre, SD

District 4: November 2nd, Outdoor Campus, 4130 Adventure Trail, Rapid City, SD

2016 District Meeting Agenda

8:30 - 9:00	Registration	ASDW&PB
9:00 - 9:30	County, Agency, and Industry reports	ASDW&PB
9:30 - 10:00	Agency Round Table Problems and Solutions	ASDW&PB
10:00 - 10:15	Break	Break
10:15 - 11:00	Possible New State Listed Noxious Weed Discussion	SDDA
11:15 - 12:00	SDSU	Gared Shaffer SDSU
12:00 - 1:15	Lunch and Business meeting	ASDW&PB
	Minutes	
	Weed & Pest Commission Report	
	Supervisors Association Report	
	State Association Report	
	Old Business	
	New Business	
	Elections	
	Chairman	
	Vice Chairman	
	Commission Nominees District 3	
	Meeting site 2017	
1:15 - 1:45	Grants and Other Funding Q & A	Brenda Sievers SDDA
1:45 - 2:00	New AG Opinion Township Right of Ways	SDDA
2:00 - 2:45	SDSU	Paul Johnson SDSU
2:45 - 3:00	Open Meeting Law Changes	
3:00 - 3:15	Break	Break
3:15 - 3:30	New Weeds to Watch for EDRR	SDDA
3:30 - 4:00	Supervisor's Round Table Successes Failures and Issues	ASDW&PB

Travel / Education Request Form

Name(s): Bart Sweebe & Manny Langstraat

Department: Sheriffs Office

Position(s): Jail Administrator & Deputy Sheriff

Travel/Education

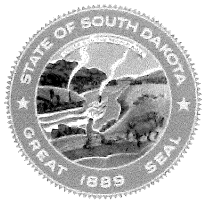
<i>Date(s)</i>	<i>Beginning Odometer</i>	<i>Ending Odometer</i>	<i>Destination</i>
11/27- 12/02/16			Pierre, SD

Reason for Travel: Mental Health First Aid for Public Safety—Instructor Training***Passengers:*** None***Estimated Expenses***

- *Method of Travel:* XX County Vehicle _____ Private Auto
 _____ miles @ \$_____/per mile = \$ 85⁰⁰
- *Meals:* 0 Breakfast @ \$6.00 = \$0
 1 Lunch @ \$11.00 = \$11.00
 2 Dinner @ \$15.00 = \$30.00
- *Additional Expenses (taxi, parking, etc)*
 Please list _____ = \$0
- *Lodging:* _____ Estimated number of days/ nights = \$0
- *Registration* _____ Estimated cost = \$0
- Total Cost Estimate* = \$ 126⁰⁰

Department Head designated mileage rate: \$ _____/per mile

Walter E. Stank Sheriff
 10-14-16



MARTY J. JACKLEY
ATTORNEY GENERAL

STATE OF SOUTH DAKOTA
LAW ENFORCEMENT STANDARDS AND TRAINING COMMISSION

DIVISION OF CRIMINAL INVESTIGATION
GEORGE S. MICKELSON CRIMINAL JUSTICE CENTER
1302 E. HIGHWAY 14, STE. 5
PIERRE, SOUTH DAKOTA 57501-8505

10/14/16 Emailed to
Pierre

APPLICATION TO ATTEND

SOUTH DAKOTA LAW ENFORCEMENT OFFICERS TRAINING COURSES

Type of Course Mental Health First Aid for Public Safety--Instructor Training

Course Date 11/18/16 to 12/02/16

Name Sweebe Bart Matthew
(Last) (First) (Middle) (Please print or type)

Date of Birth 01/07/1969 SSN 280684315 ☒ M ☐ F Law Enforcement Service 29 yrs. 5 Mos.

Email address bsweebe@brookingscountysd.gov Cell Phone # 605-690-5630

Name of Department Brookings County Sheriff's Office Phone # 605-696-8300

Department Mailing Address 315 7th Ave. Brookings 57006
Address City Zip

I request that you accept this nominee as the official representative of the Law Enforcement Agency headed by me. I do hereby agree that this representative will abide by all such rules and regulations pertaining to classroom and dormitory conduct and any serious breach of same may result in the dismissal of the violator. I further agree that the Law Enforcement Training Center, either individually or collectively, shall in no way be responsible for any accidents while this representative is en route to, attending any session of, or returning to their department. In addition, I agree that this representative shall attend the full course of instruction. **Application should be made no later than 45 days prior to the course.**

Due to the nature of some of the training offered, enrollment in a school may be limited. **Please do not assume that the applicant has been accepted for this school until you have received official confirmation from the Law Enforcement Training Office.**

Deputy Sheriff

(Title of Applicant)

10/14/16

(Date)

Marty Jackley
(Name & Title of Department Head)

10/14/16

(Date)

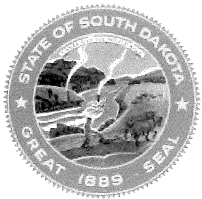
This application form must be completed in its entirety and forwarded to the Law Enforcement Training Office.



I hereby certify my application has been approved by my supervisor/department head.

Return this Application to:

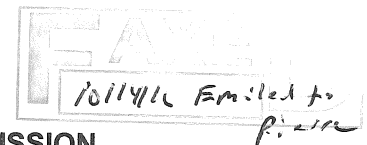
Law Enforcement Training
Criminal Justice Center
1302 E. Hwy 14, Ste. 5
Pierre SD 57501-8505
Phone: 605-773-3584
Fax: 605-773-7203



MARTY J. JACKLEY
ATTORNEY GENERAL

STATE OF SOUTH DAKOTA
LAW ENFORCEMENT STANDARDS AND TRAINING COMMISSION

DIVISION OF CRIMINAL INVESTIGATION
GEORGE S. MICKELSON CRIMINAL JUSTICE CENTER
1302 E. HIGHWAY 14, STE. 5
PIERRE, SOUTH DAKOTA 57501-8505



APPLICATION TO ATTEND

SOUTH DAKOTA LAW ENFORCEMENT OFFICERS TRAINING COURSES

Type of Course Mental Health First Aid for Public Safety--Instructor Training

Course Date 11/18/16 to 12/02/16

Name Langstraat Manny James
(Last) (First) (Middle) (Please print or type)

Date of Birth 07/31/89 SSN 503176681 ☒ M ☐ F Law Enforcement Service 8 yrs. 3 Mos.

Email address mlangstraat@brookingscountysd.gov Cell Phone # 605-670-1690

Name of Department Brookings County Sheriff's Office Phone # 605-696-8300

Department Mailing Address 315 7th Ave. Brookings 57006
Address City Zip

I request that you accept this nominee as the official representative of the Law Enforcement Agency headed by me. I do hereby agree that this representative will abide by all such rules and regulations pertaining to classroom and dormitory conduct and any serious breach of same may result in the dismissal of the violator. I further agree that the Law Enforcement Training Center, either individually or collectively, shall in no way be responsible for any accidents while this representative is en route to, attending any session of, or returning to their department. In addition, I agree that this representative shall attend the full course of instruction. **Application should be made no later than 45 days prior to the course.**

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Deputy Sheriff

(Title of Applicant)

10/14/16

(Date)

[Signature]
(Name & Title of Department Head) Sheriff

10/14/16

(Date)

This application form must be completed in its entirety and forwarded to the Law Enforcement Training Office.



I hereby certify my application has been approved by my supervisor/department head.

Return this Application to:

Law Enforcement Training
Criminal Justice Center
1302 E. Hwy 14, Ste. 5
Pierre SD 57501-8505
Phone: 605-773-3584
Fax: 605-773-7203

Event Name: Mental Health First aid for Public Safety -- Instructor Training
Event Location: CRIMINAL JUSTICE CENTER
Event City: Pierre

Start Date: 11/28/2016 **Start Time:**
End Date: 12/02/2016 **End Time:**

APPLICATION

THE CLASS

Mental Health First Aid instructor training will enable you to teach how to identify, understand and respond to signs of mental illnesses and substance use disorders. This course includes a Public Safety certification.

Individuals can become certified to teach the adult public safety curricula. In order to obtain instructor certification, individuals start by completing this 5-day instructor training program offered by Mental Health First Aid USA. Certified instructors can teach an 8-hour course that teaches a 5-step action plan encompassing the skills, resources, and knowledge to help an individual in crisis connect with appropriate professional, peer, and self-help care. They must provide Mental Health First Aid USA participant manuals to all those who attend the course.

Description: Participants will learn the unique risk factors and warning signs of mental health problems, understand the importance of early intervention, and, most importantly, learn how to help someone in crisis or experiencing a mental health challenge.

Mental Health First Aid for Public Safety provides officers with more response options to help them deescalate incidents and better understand mental illnesses so they can respond to mental health related calls appropriately without compromising safety. Approximately 20,000 public safety professionals have taken the course, including at police academies in Philadelphia, DC, Seattle, and numerous smaller and rural departments.

The interactive training program introduces the course, overviews adult learning styles and teaching strategies, and provides in-depth instruction on implementing and managing the program. Individuals must demonstrate mastery of the program through a written test and an evaluated presentation. During the last two days of the training, each participant will present an assigned portion of the Mental Health First Aid course to the group. Trainers will conduct an individual evaluation of each participant in addition to the peer feedback provided. Only participants who have been present for the entire 5-day training will be considered for certification as instructors. Each of the above items determines

whether or not an individual is granted certification. It is not guaranteed that all participants who attend the instructor training will achieve certification.

WHO CAN BE A MENTAL HEALTH FIRST AIDER?

- Law enforcement
- Corrections officers
- Other first responders
- 911 Dispatch Staff
- Human resources professionals
- Business leaders
- School and college workers
- Faith community leaders
- Caring citizens

WHO SHOULD APPLY TO BECOME AN INSTRUCTOR?

A Mental Health First Aid instructor is required to serve as a presenter, facilitator and, most importantly, an ambassador of the Mental Health First Aid USA program. There are several key components that make an instructor successful.

First and foremost, **it is required that an instructor candidate:**

- Has general knowledge of mental health and substance use issues (i.e. is a mental health/substance use professional, has worked with individuals experiencing mental health disorders or is in recovery from mental illness or substance use disorders).
- Has experience teaching groups of adults.
- Understands best practices in adult learning.
- Has experience facilitating groups.

While the instructor training reinforces some of the skills and knowledge areas above, it is not designed as a substitute for prior knowledge and experience. Second, instructors must identify financial and operational support to schedule and run their classes. Therefore, it is highly recommended that instructor candidates demonstrate appropriate external support with tasks related to the program. For example, many successful instructors garner support from their employer organization or a partner community organization in order to accomplish the following tasks that are required of instructors:

- Planning (e.g., creating business plans, forming community partnerships, outreach).
- Setting a course schedule.
- Setting and collecting course fees.
- Marketing and media outreach.

- Course registration.
- Event planning (e.g., catering, logistics).
- Seeking grants and other sources of fiscal support.
- Collecting and entering course evaluations and incorporating feedback.

TRAINING STRUCTURE

National Trainers guide candidates through the five-day training with an emphasis on coaching and preparing candidates to be ambassadors of Mental Health First Aid. Courses typically run from 9 a.m. – 5 p.m. each day, with dedicated time on day three for independent preparation for presentations delivered on days four and five. On the fourth and fifth day of the training, each instructor candidate will present and teach an assigned portion of the eight-hour course to the group. The National Trainers will conduct an individual evaluation of each candidate, and each candidate will provide a peer review for their colleagues.

OUTCOME OF INSTRUCTOR TRAINING

There are three possible outcomes from the instructor training: **full certification**, **provisional certification** or **no certification**. Attendance is not a guarantee of certification.

1. Full Certification

In order to become a fully certified instructor, each candidate must receive a score of 36 or higher on their presentation evaluation and must complete and pass a written exam prior to the end of the training.

2. Provisional Certification

When a National Trainer discerns potential in an instructor candidate, but also recognizes that an individual will need additional support to deliver the curriculum effectively, they will issue a Provisional Instructor status.

National Trainers make this determination by considering several factors including the candidate's exam score, course attendance and presentation score. Candidates who score between 32 and 35 on their presentation are eligible for Provisional Instructor status. ~~Other factors include the candidate's desire to improve and his or her willingness to adhere to the conditions of a Provisional~~

Other factors include the candidate's desire to improve and his or her willingness to adhere to the conditions of a Provisional Instructor. The Provisional Instructor is awarded a certificate along with all fully certified instructors. In addition, the Provisional Instructor will be listed and

receive credit for the classes that he or she teaches with a fully certified instructor. However, there are 5 important restrictions that apply to this status. A Provisional Instructor:

- a. must co-teach with a fully certified instructor at all times;
- b. is not allowed to order any materials independently (ordering materials needs to be done by their co- instructor);
- c. cannot register a course in the data system;
- d. cannot enter evaluation data (evaluating data entry needs to be done by their co-instructor);
- e. and may not enroll in an expedited course for additional Instructor certifications (i.e. if an Instructor has a provisional status as an Adult MHFA Instructor they may not enroll to become a Youth MHFA Instructor as a part of an expedited training).

1) No Certification

An instructor candidate will not be certified as an instructor in the event that s/he receives a score of less than 32 on the presentation portion and/or does not pass the instructor exam.

Please note that all certification determinations are made by an elite group of Mental Health First Aid National Trainers.

Cancellation Policy

Should the instructor candidate need to cancel his/her attendance, they must notify Security Health Plan at least 2 weeks prior to the training start date.

Instructor Commitments

When an individual becomes a certified Mental Health First Aid instructor, she or he is committing to teach the full 8-hour course with fidelity to the core program model and key messages. Instructors are responsible for almost all components of their trainings, including:

- Recruiting participants and securing a training location
- Collecting course fees
- Ordering manuals for all participants
- Preparing course materials
- Compiling local resources
- Providing participant evaluations to Mental Health First Aid USA

In order to maintain instructor certification, instructors are required to:

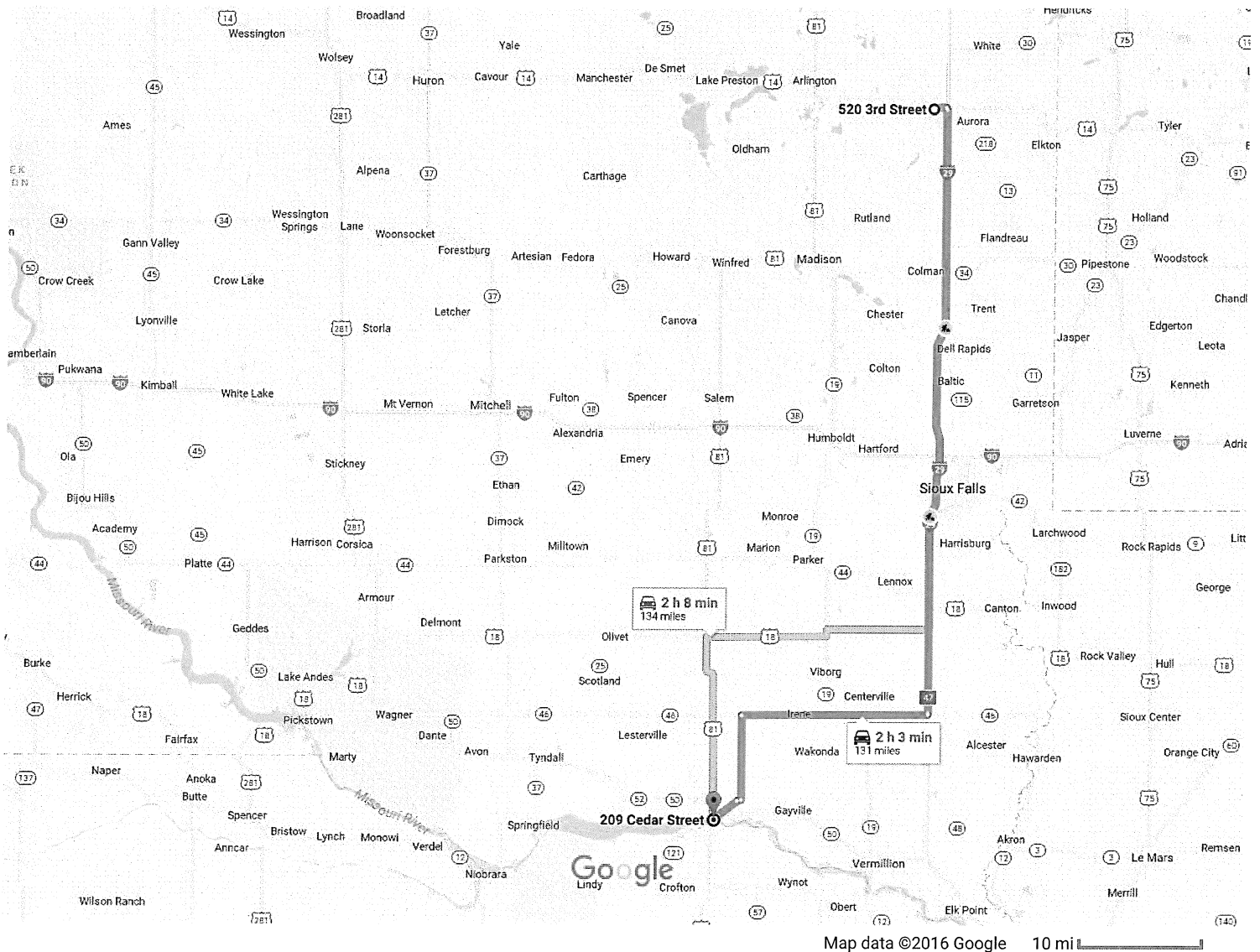
- Teach their first course within six months of becoming certified
- Teach at least three courses each year
- Complete re-certification after 2 years
- Pass Quality Evaluation visits and assessments
- Maintain satisfactory participant evaluation scores
- Engage in instructor/course re-fresher activities as instructed

Position County Veterans Service Office+

Department Head Signature



520 3rd Street, Brookings, SD 57006 to 209 Cedar Street, Yankton, SD 57078 Drive 131 miles, 2 h 3 min



via I-29 S

1 h 58 min without traffic

2 h 3 min

131 miles



via I-29 S and US-18 W

2 h 1 min without traffic

2 h 8 min

134 miles

SDDVA Mini Conferences

Conference

Locations

10:00 am—3:00 pm

- Dec. 6
Hot Springs
MJFSVH
Conference Room
- Dec. 7
Pierre
American Legion
Post 8 Cabin
520 S. Pierre Street
- Dec. 8
Yankton
VFW Post Home
209 Cedar Street

Agenda

10:00 am	Open Forum for CTVSOs to bring questions/concerns to be addressed and discussed
10:30 am	Pension – Heather Bullerman
11:30 am	Break
11:40 am	Benefits for 100% P&T Veterans – Heather Bullerman
12:40 pm	Lunch
1:10 pm	Notice of Disagreement Best Practices – Dusty Abrahamson
1:40 pm	Hot Topics – Dusty Abrahamson
3:00 pm	Adjourn

Lunch will be provided at all three locations for a nominal fee.